

Decision making Policy Policy Review Cycle

Policies need to be considered and reviewed regularly to ensure staff consistency and embed induction processes.

Existing Policies at Wallaroo Mines Primary School

- Attendance
- Special Needs/SHIPS
- Decision Making (including Grievance Procedures)
- Information Technology
- Student Behaviour Management
- Performance Management (Managing my own performance)
- Literacy Expectations

Associated Documents

- Staff Handbook
- Parent Handbook

Policies Being Developed

- Sun smart
- Active and Healthy Lifestyles (could be linked with Student Behaviour Management/Student Well Being)

Proposed Cycle

	Year A 2010		Year B 2011		Year C 2012	
	Policy	Responsibility of	Policy	Responsibility of	Policy	Responsibility of
Term 1	I.T.	Curriculum Ctee	Attendance	PAC	Special Needs/SHIPS	Special Needs committee
Term 2	I.T.	Curriculum Ctee	Student Behaviour Management	Student Well Being Ctee	Literacy Expectations	Special Needs committee
Term 3	Sun Smart	Governing Council	Student Behaviour Management	Student Well Being Ctee	Performance management	PAC
Term 4	Staff handbook Decision Making	OHSW Ctee PAC	Staff handbook Decision Making	OHSW Ctee PAC	Staff handbook Decision Making	OHSW Ctee PAC

There will be 'emerging' policies.

Role of committee reviewing policy

- Collect information about what works well within the existing policy
- Consider department policies
- Propose any action to be taken
- Develop drafts for staff to consider
- Finalise draft for presentation to Governing Council
- Record who was involved in the development/review
- Set a review date

In a year a policy is not being reviewed

- Keep notes for review year (record on a page in committee folder)